



# Haberdashers' **ABRAHAM DARBY**

Confident - Calm - Caring

## **Candidate Information Pack**

## **Head of Design and Technology**

## **Required for Easter or September 2023**

**This is a full-time post and suitable for either an experienced Head of Dept or someone looking for their first role**

**Closing Date: Wednesday 30<sup>th</sup> November 2022**

Interviews will be scheduled for shortly after the closing date

We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.  
We are looking to schedule interviews shortly after the closing date.



November 2022

Dear Applicant

Thank you for your interest in the **Head of Design Technology** post at Haberdashers' Abraham Darby.

Haberdashers' Abraham Darby is a vibrant, 11-18 mixed school which opened in September 2008 and moved into a brand new state of the art building in the summer of 2012 with a superb leisure complex adjacent to the school building. We are a member of the Haberdashers' West Midlands Academies Trust; a thriving partnership with Haberdashers' Adams school in Newport. A focus on traditional values and high expectations is resulting in rapidly rising standards and popularity as a school of first choice. We are located within a short distance from the picturesque River Severn and Ironbridge Gorge, not far from Telford and Shrewsbury, with good road and motorway links to both the M6 and M54.

**We have an excellent opportunity for a talented Head of Design and Technology to work in Haberdashers' Abraham Darby's successful Food, Design Technology and Engineering Department.** A TLR will be attached to this post and is negotiable with the successful candidate depending on experience. This is a large and growing department so is an exciting opportunity and the successful candidate will join a highly committed team dedicated to raising achievement and transforming learning. A commitment to extra-curricular and curriculum enrichment is essential.

I have included a number of pieces of information in this candidate pack that I hope you will find helpful in making an application. If you require further information about Haberdashers' Abraham Darby this can be gained from our website: [www.haberdashersabrahamdarby.co.uk](http://www.haberdashersabrahamdarby.co.uk)

In making your application, please submit:

1. The completed teaching application form,
2. A brief Curriculum Vitae (optional),
3. A supporting letter/statement describing:
  - a. the skills and experiences you would bring to this post,
  - b. how you would contribute to raising achievement, and
  - c. the contribution you would want to make to the 'wider life' of the Academy.

I look forward to receiving your completed application by **3.00pm on Wednesday 30<sup>th</sup> November 2022**. Applications should be returned electronically to the HR Manager, via email: [deborah.tudor@taw.org.uk](mailto:deborah.tudor@taw.org.uk). We are looking to schedule interviews shortly after the closing date. We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.

If you wish to contact us for an informal discussion, would like to know more about the post offered or wish to have a look around, please arrange this by contacting the Head of DT, Mrs Louise Newman, via email: [louise.newman2@taw.org.uk](mailto:louise.newman2@taw.org.uk) or telephone 01952 386090.

Yours faithfully



**Mr L J Hadley**  
**Principal**

## HEAD OF DESIGN AND TECHNOLOGY

Haberdashers' Abraham Darby is fully committed to the delivery of high-quality teaching and learning which promotes engagement, enjoyment and achievement for each pupil in every subject. We offer our pupils a variety of pathways to ensure that each pupil has an individualised curriculum with the ability to achieve their potential.

We have an excellent opportunity for a talented Head of Design and Technology (D&T) to work in Haberdashers' Abraham Darby's successful Food, Design Technology and Engineering Dept. We are looking for someone to join us from either Easter 2023 or September 2023.

**The successful candidate will:**

- Be an inspirational, enthusiastic and committed leader of Design and Technology
- Lead a highly committed team dedicated to raising achievement and transforming learning across the age range.
- Focus on raising levels of attainment in Design and Technology and embedding a growing range of vocational, GCSE and A Level courses
- Have high expectations and commitment to the wider life of the academy.

If you have a passion for working with young people, believe you can impact upon colleagues and possess the energy, determination and desire to 'make a difference', this may be the opportunity you've been looking for!

We are looking for someone who is able to enthuse, motivate and inspire children, generating a love for learning. The aptitude to demonstrate excellent subject knowledge and to consistently teach inspirational and innovate lessons is essential. Good teamwork, high standards and a capacity for hard work will be at the

**THE DESIGN TECHNOLOGY, ENGINEERING AND FOOD DEPARTMENT.**

We are a very strong and well managed Department that currently offers Design Technology, Food Preparation and Engineering that is supported by 3 Technicians. We strive to deliver interesting, motivating, well planned, quality experiences to our students in lessons. The Department is well equipped with two food practical rooms, a DT workshop, two ICT rooms and additional laptops. We have invested in a brand-new top spec laser cutter, 3D printer and have recently spent £20,000 to improve our workshops. We are a strong, supportive team who strive to deliver interesting and motivating creative learning experiences to the students in our care. Lessons show pace, variety and challenge.

Design and Technology follows GCSE Eduqas Level 9-1. The number of students applying for these courses has increased significantly over the last three years and many of our students have gone on to study subjects such as FOOD SCIENCE and ENGINEERING.

**RESULTS:** The Department has had positive GCSE results over the last three years continuing to raise attainment and progress, year on year we have secured positive progress 8 scores and we are above national average.

## **PERSONAL REQUIREMENTS**

The successful applicant will have a degree in a relevant subject and a particular focus on Product Design, the Head of D&T will use their passion to inspire students to be innovative and imaginative in their application to the subject.

The successful candidate will teach the subject from Year 7 through to A Level. At Key Stage 4 and 5, the department follows the GCSE Educas and AQA A Level syllabus. Lessons take place in dedicated D&T workshops and a Design and Technology Technician is available to give assistance with apparatus set-up for lessons.

The successful candidate must understand the importance of Health and Safety in learning environments. They must also be familiar with computer technology as a tool for learning, teaching and administration. Proficiency in CAD computer aided software, such as 2D TechSoft Design and Autodesk Inventor, is welcome.

The post is suitable for both an experienced, existing Head of Department or someone looking to undertake their first role as Head of Department . We welcome colleagues who relish sharing their skills and ideas and want to contribute to the development of the DT Department and the school as a whole.

The successful applicant will be extremely well organised, energetic and willing to “go the extra mile”. They will be focused on the attainment of all pupils, accepting no excuses for under achievement. A commitment to extra-curricular and curriculum enrichment activities is essential.

### **We are looking for a person who:**

- Is passionate about Design and Technology and an ability to communicate this to others
- Ability to lead a team and able to build positive and productive working relationships with staff, pupils and parents
- Can deliver a creative and innovative approach to teaching and is able to deliver outstanding teaching and learning
- Can implement Google Classroom and online learning tools within lessons where necessary to meet the diverse needs of learners.
- Show organisation and the ability to complete necessary assessment documentation and information needed for record keeping.
- Has a proven track record of success as a teacher, as exemplified by good examination results
- Is committed to making learning a challenging, exciting and worthwhile activity for our youngsters
- Enjoys working with young people, has high expectations and can unlock potential
- Is ambitious and will welcome professional development opportunities
- Shows commitment, enthusiasm, and flexibility in their approach to the subject
- Has the ability to stay positive and meet deadlines even when working under pressure.

### **Personal Qualities and Attributes**

- Effective communicator
- Interpersonal awareness
- Ability to prioritise
- Ability to work under pressure
- Resilient and energetic
- Firm but fair
- High professional standards
- Dynamic, positive and constructive
- Approachable and caring
- Good health and attendance record
- A good sense of humour.

Please refer to the Head of Department Job Description and Person Specification in this pack





## Information on Haberdashers' Abraham Darby

**History of the school:** Abraham Darby Academy opened on 1<sup>st</sup> September 2008 replacing the predecessor Abraham Darby School for the Performing Arts. The Academy was the 'sample project' in Telford & Wrekin's 'Building Schools for the Future' programme. Having been based in the existing school buildings during the construction phase of the project, the Academy moved into its new state of the art, technology rich accommodation in July 2012. It provides 1,100 places, 900 for pupils aged 11-16 (PAN of 180 in each year group) and 200 in the Sixth Form and sits at the centre of the Abraham Darby Learning Community, which also includes Woodlands Primary School and a Leisure Centre. Abraham Darby Academy changed its name to Haberdashers' Abraham Darby in 2017.

**Federation Trust:** Haberdashers' Abraham Darby is sponsored by the Worshipful Company of Haberdashers' and is a member of the Haberdashers' West Midlands Academies Trust, which is a federation with Haberdashers' Adams (a converter Academy). There is one Board, chaired by the Chair of Governors, with several committees covering both academies and all governors are governors of both academies. Each school, however, has a separate local governing body.

**Ethos:** The ethos and culture of the Academy is rooted in values, standards, positive relationships and aspirations. The result is a warm, welcoming and generous environment where pupils who are increasingly ambitious for themselves, enjoy being challenged to improve upon their previous best and recognise their responsibilities as role models as they progress through the year groups. There is a shared purpose in our journey to become outstanding.

**Pastoral:** Our House system is the lifeblood of the Academy. It fosters competition, participation, belonging and student leadership. Each member of staff also belongs to a House. Throughout the year we enjoy all school inter-house competitions in rugby, netball, cross country, swimming and the Arts.

**Extra-Curricular:** The Abraham Darby music department has a very successful music tradition, which goes back well over 40 years and has ensured that the Academy has become one of the country's leading education establishments for musical opportunity for its students. It has a high reputation within the youth music world. Both the Academy's Showband and Jazz Band have performed regularly in the Schools Music for Youth Proms at the Royal Albert Hall and the Showband is the highest ranked school wind band in the UK. We also place considerable emphasis on Sport: we are one of the few state schools in the country that has an extensive rugby and netball Saturday fixtures list. We offer 10% of our PAN each year to musical or sporting aptitude places.



The education of the 'whole' child is a priority and has resulted in the development of an extensive informal curriculum. There is a substantial range of curriculum enrichment and extra-curricular experiences with which pupils are actively encouraged to engage. It is an expectation that all members of staff contribute to this programme.



# Haberdashers' **ABRAHAM DARBY**

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## **JOB DESCRIPTION – HEAD OF DEPARTMENT**

The duties outlined in this job description are in addition to those covered by the latest 'Teachers' Standards', 'School Teachers' Pay and Conditions documents' and the Academy's subject teacher job description. This job description describes the way the post holder is expected and required to perform and complete particular duties as directed by the SLT Lead for the department (their line manager) and the Principal.

### **CORE PURPOSE**

- To raise standards of pupil attainment and achievement within the whole curriculum area and to monitor and support pupil progress.
- To be accountable for pupil progress and development within the subject area.
- To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the department, in accordance with the aims of the Academy and the curricular policies determined by the Governing Body and Principal.
- To be accountable for leading, managing and developing the subject/curriculum area.
- To manage and deploy teaching/support staff, financial and physical resources within the department effectively to support the department development plan.

The Head of Department will be a highly successful and experienced teacher in his/her subject specialism, who is able to enthuse, motivate and inspire children, generating a love for learning. Good teamwork, high standards and a capacity for hard work will be at the core of his/her success.

**Reporting to:** Member of the Leadership Team

**Responsible for:** Teaching staff and other relevant personnel within the department

**Liaising with:** SLT (Principal/Vice Principals/Assistant Vice Principals), other Heads of Departments, teaching staff, support staff, staff from other Telford Schools and parents/carers.

### **KEY TASKS**

#### **Operational / Strategic Planning**

- To develop and review syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- To oversee day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources.
- To actively monitor and follow up pupil progress.
- To implement Academy Policies and Procedures, e.g. Equal Opportunities, Health and Safety, Child Protection/Safeguarding.
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the Academy.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the Academy's Health and Safety Officer/Bursar.

## **Curriculum**

- To liaise with the Principal/Vice Principal to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy's Development Plan/Evaluation.
- To be accountable for the development and delivery of the Department's curriculum.
- To keep up to date with and respond to national developments in the subject area and teaching practice and methodology.

## **Recruitment/Deployment of Staff**

- To work with the Principal/ Vice Principal to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the Department's support staff.
- To undertake Performance Appraisal Review(s) and to act as reviewer for a group of staff within the designated department, if appropriate.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department, liaising with the Operations Manager/Cover Supervisor/relevant staff to secure appropriate cover.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with Academy procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the school's ITT programme.
- To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.

## **Quality Assurance**

- To establish the process of the setting of targets within the department and to work towards their achievement.
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles.
- To contribute to the Academy's procedures for lesson observation.
- To seek/implement modification and improvement where required.
- To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the Academy's Development Plan.
- To produce an annual examinations analysis and department review as part of the Academy's self-evaluation cycle.

## **Management Information**

- To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
- To analyse and evaluate, with the department, performance data provided and take appropriate action in response.

## **Communications**

- To ensure that all members of the department are familiar with departmental aims and objectives within the framework of the Academy's Development Plan.
- To disseminate information from relevant meetings, such as TOTAL meetings.
- To ensure effective communication/consultation as appropriate with the parents of pupils.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- To represent the department's views and interests.

## **Marketing and Liaison**

- To contribute to the Academy's liaison and marketing activities, e.g. the collection of material for press releases and the Academy's website.
- To lead the development of effective subject links with partner schools and the community.
- Attendance at parent consultation evenings and where necessary at key pupil events (such as presentation and awards evenings) and the effective promotion of subjects at Open Days/Evenings and other events.

## **Management of Resources**

- To manage the available resources of staff, finance, space and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget.
- To work with the Vice Principal/Data Manager in order to ensure that the Department's teaching commitments are effectively and efficiently timetabled and roomed.

## **Pastoral System**

- To be familiar with the Academy's Child Protection/Safeguarding Policy and to report concerns to the designated Safeguarding Leads / Child Protection Officer.
- To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.
- To monitor and support the overall progress and development of pupils within the department.
- To monitor pupil attendance together with pupils' progress and performance, with the class teachers, in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Mentor and to carry out the duties associated with that role as outlined in the generic job description.
- To plan and deliver INSIGHT lessons effectively.

## **Teaching**

- To undertake an appropriate programme of teaching in accordance with the duties of a main scale subject teacher and the Academy's Teachers Standards.
- To plan lessons in accordance with the Academy policy.

## **Other Specific Duties**

- To play a full part in the life of the Academy/School community, to support the Academy/Federation's distinctive mission, ethos and policies and to encourage and ensure staff and pupils to follow this example.
- To continue personal professional development as agreed.
- To engage actively in the performance appraisal process.
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake a duty in accordance with the Academy's duty policy (i.e either before the Academy day/breaktime or at the end of the Academy day)
- To commit and contribute significantly to the extra-curricular/curriculum enrichment activities programme.
- Any other reasonable duties as requested by the Principal.



## **General Expectations of all staff**

- Be aware of and comply with all the Academy and Trust's policies and procedures especially relating to child protection/safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To adhere that Haberdashers' Abraham Darby is a designated no smoking workplace. It is expected that staff maintain a professional dress code and that staff ID badges will be worn and on show at all times. It is a requirement that all staff sign in on arrival via the signing in app system and sign out on departure.
- Develop and maintain professional and effective working relationships with all colleagues.
- Attending and participating in relevant meetings and training as and when required (including statutory training, safeguarding/child protection updates). These may be outside of your normal working hours.
- Be aware of and support to ensure equal opportunities for all. Understand, comply with and promote equalities in own work; to undertake appropriate training, and challenge racism, prejudice and discrimination.
- Recognise own strengths and areas of expertise and use these to advise and support others. Participate in training, meetings and other learning activities to keep up to date with developments relating to your area.
- Undertake personal and professional development and commitment in conjunction with the Academy's Performance Appraisal Review process.
- Support and contribute to the overall ethos, work, aims and vision of the Academy and Federation Trust.
- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence
- To undertake other duties as determined by the Principal and/or Governors that are commensurate with the designation and grading of the post and within the evolving policies of the Federation.

## **Safeguarding Statement**

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All teachers and support staff are accountable for the way in which they exercise authority, manage risk, use resources and protect pupils from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

An Enhanced DBS check will be carried out prior to employment with appropriate barred list checks, together with relevant safeguarding/safer recruitment checks, and the post holder must be eligible to work in the UK. All new staff are asked to complete on-line safeguarding and PREVENT training prior to employment, if current certificates/evidence of recent training cannot be produced. DBS checks for existing staff are renewed every 5 years, and all staff are expected to sign an annual Disqualification Safeguarding Declaration Form. We hold regular statutory Child Protection/Safeguarding and Prevent training which all staff are required to attend/complete .

## **Positive Mental Health and Well-being – whole school approach**

Haberdashers' Abraham Darby aims to promote a whole-school positive approach to mental health and well-being for every member of staff and student; it is fundamental to our values, mission and culture. We are a school that helps children flourish, learn and succeed by providing opportunities for them, and the adults around them, to develop the strengths and coping skills that underpin resilience.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from the Principal/their Line Manager to undertake work of a similar level that is not specified in this job description.

## Person Specification – Head of Department

Heads of Departments should have Qualified Teacher Status with DfE number, previous experience of teaching in the UK and expertise in the teaching of the subject. The successful applicant will be well organised, energetic and willing to 'go the extra mile'. They will be focused on the attainment of all students, accepting no excuses for under achievement. A willingness to take part in extra-curricular activities, including trips and visits, and to make a significant contribution to the wider life of the academy.

### Qualifications

- Qualified teacher status
- Good degree in relevant subject/s or a related discipline
- Good grades at both GCSE and A level in relevant subject/s or a related discipline
- Evidence of recent relevant continued personal and professional development

### Experience and Attributes

- Experience of teaching the subject across the age range, including GCSE, AS and A2 level
- Experience of successfully implementing strategies for raising achievement and achieving excellence for students
- Experience of high quality curriculum development in the subject area to maximise participation and strengthen progress and achievement in all students
- Experience of working with others to develop teaching skills
- Ability to set clear expectations, to demand high standards and to hold others to account
- Experience of organising department documents, plans of data analysis, target setting, monitoring, evaluation and review
- ICT skills that reflect the impact of technology on modern classrooms
- Knowledge and understanding of safeguarding issues
- The ability to motivate and enthuse colleagues and build positive and productive working relationships with staff, pupils and parents
- Can deliver a creative and innovative approach to teaching, and is able to deliver outstanding learning
- Is committed to making learning a challenging, exciting and worthwhile activity for our youngsters
- Enjoys working with young people, has high expectations and can unlock potential
- A proven track record in improving results and ensuring students make ambitious levels of progress
- An excellent understanding of pupil assessment and target setting for individual pupil improvement and how that analysis contributes to high standards

### Personal Qualities

- Energy, drive and enthusiasm
- Excellent interpersonal and communication skills
- Excellent attendance and punctuality
- Professional dress
- Ability to support a team culture
- Approachable and sensitive to the needs of others

- A sense of humour, cheerful demeanour and positive, 'can-do' attitude
- Is ambitious and will welcome professional development opportunities
- Ability to help develop and to support a visit of high quality education based on the moral integrity of the school's core values

**Note:** Haberdashers' Abraham Darby is designated a no smoking workplace. There is an expectation that staff maintain a professional dress code, sign in each day and that staff ID badges will be worn at all times.





# **TEACHING STAFF APPLICATION**

## **GUIDANCE NOTES AND INFORMATION FOR COMPLETING THE APPLICATION FORM**

**Please read these notes carefully and keep for future reference.** They are designed to help you in completing your application form. We want to try and make sure that everyone applying for a job with the Haberdashers' West Midlands Academies Trust and Haberdashers' Abraham Darby has a fair chance. Completing this application form is the first stage in the recruitment process which may lead to an interview and the possible offer of a job.

- It is important that you complete all sections of the application form as clearly and fully as possible.
- Please ensure that you have given your personal details accurately so that we are able to contact you.
- We are interested in your experience and any skills or training which shows that you meet the requirements of the job for which you are applying. Include non-work activities which are relevant.
- You are asked in Section 5 of the application form to provide a supporting statement.
- We do not ask for many personal details. This is because we do not take into account such things as gender, race and marital status.
- By completing and signing the application form, you are consenting to the named referees to release a written and/or verbal reference to ourselves.
- If you attach additional sheets to your application form make sure you put your surname, initials and the post title at the top of each page.
- We ask everyone to complete an application form (as well as sending a brief C.V. if they wish)

Remember we can only decide whom we should interview based on what is written on your application form.

### **JOBS WORKING WITH CHILDREN, YOUNG PEOPLE AND/OR VULNERABLE ADULTS**

The job for which you are applying involves substantial opportunity for access to children, young people and/or vulnerable adults and your application will be subject to rigorous pre-employment checks. This is in order to ensure the safety of children and vulnerable adults. These checks will include a check by the Disclosure and Barring Service (DBS) on Police Records for **all** criminal convictions, cautions and any impending cases. A more detailed explanation is included in this application form.

### **THE GENERAL DATA PROTECTION ACT 2018**

The information or data which you have supplied on the application form will be processed and held on computer and also on your personal records if you are appointed.

The data may be processed by the Haberdashers' West Midlands Academies Trust and Haberdashers' Abraham Darby for the purposes of equality monitoring, compiling statistics and for the keeping of other employment records.

**By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.**

# EQUAL OPPORTUNITIES POLICY

## COMMITMENT TO EQUAL OPPORTUNITIES

The Haberdashers' West Midlands Academies Trust and Haberdashers' Abraham Darby are committed to equality of opportunity in all aspects of their activities. We recognise that people suffer discrimination, disadvantage and exclusion, both in employment and in the delivery of services, for many reasons including:

- race
- sex
- sexual orientation
- gender re-assignment
- religion or belief
- disability
- pregnancy or maternity

We are committed to combating inequality and striving to ensure that all people in all parts of the community are treated fairly. Age, marriage and civil partnership are not protected characteristics for the schools' provision but do apply to staff.

## EQUALITY IN EMPLOYMENT

**It is the Trust and Academy's policy that all of its employees, and those who apply for employment, will be treated with equal fairness, respect and dignity.**

**We will:**

- Publicise, by this charter, our commitment to equality to all of our employees and within the community at large.
- Encourage job applications from all sections of the community and ensure that only relevant and justifiable factors are taken into account in making appointments
- Make available appropriate training for employees so that they can both understand and actively promote equal opportunities policies and, recommend that everyone who takes part in the recruitment and selection process will first receive the necessary training.
- Ensure that existing and future HR policies and conditions of service are applied fairly to all employees and are such that they can both promote equality of opportunity and seek to remove obstacles to its achievement.
- Recommend that applicants with disabilities who meet the essential requirements of the post are interviewed, and do everything reasonably practical to adapt jobs and premises to meet the needs of people with disabilities.
- Measure the effectiveness of our policies by regular monitoring of both existing employees and of job applicants.

## EQUAL OPPORTUNITY MONITORING

So that we can measure the effectiveness of this charter, we need to collect information about our job applicants. **Therefore please fully complete and return the Monitoring Form attached to this application form.**

- When your application is received the Monitoring Form will be removed before the form goes to those involved in shortlisting for interviews.
- Those involved in shortlisting and interview will not know what information is on the Monitoring Form.

## Positive Mental Health – Whole School Approach

Haberdashers' Abraham Darby aims to promote a whole-school positive approach to mental health and well-being for every member of staff and student; it is a fundamental to our values, mission and culture. We are a school that helps children flourish, learn and succeed by providing opportunities for them, and the adults around them, to develop the strengths and coping skills that underpin resilience.

# ESSENTIAL ADDITIONAL INFORMATION

## FOR POSTS WHICH INVOLVE WORKING WITH CHILDREN, YOUNG PEOPLE

### AND/OR VULNERABLE ADULTS

The post for which you are applying will involve working with children, young people and/or vulnerable adults. In order to ensure the safety of children and vulnerable adults, your application will be subject to rigorous pre-employment checks.

**Please read this information carefully.**

1. The references you have offered will be taken up prior to interview without seeking further permission from you. We also reserve the right to contact any other previous employer for a reference.
2. We will also take into consideration relevant information received from **any** source. This may include information held by Telford & Wrekin Council, for example in Social Care or Education, and information received from other external authorities or bodies.
3. You will be required to provide proof of any educational qualifications or memberships of professional bodies that are stated in your application form.
4. You will be asked to submit original proof of identification, including photo ID, such as a birth certificate, National Insurance number, passport or driving licence. You will also be asked to submit all marriage certificates in cases where you have changed your name, and previous address details.
5. You will have to complete a medical questionnaire and may be required to meet with our Occupational Health physician if required.
6. You may be subject to a probationary period. Failure to successfully complete a probationary period may lead to a further probationary period or dismissal.

### References

In order to comply with legal and regulatory requirements, your named referees, from whom we collect personal data such as name, role, commencement and termination dates of employment and general indication of your performance, will be used to:

- Assess your skills, qualifications and suitability for the role
- Carry out background and reference checks, where applicable
- Comply with legal or regulatory requirements

In line with our GDPR duties and responsibilities, we have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an authorised way, altered or disclosed. In addition, we limit access to your personal information to those employees and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

By completing and signing the application form, you are consenting to the named referees to release a written and/or verbal reference to ourselves.

For further information, we refer you to our Recruitment Privacy Policy, which is available from our website.

### Disclosure and Barring Service (DBS)

1. This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986 and the Criminal Justice and Court Services Act 2000. It is also covered by the Protection of Children Act 1999.
2. A caution or conviction will not necessarily debar you from applying for the post. We will consider any previous offences in accordance with our Equal Opportunities Policy. There are, however, certain offences which will debar you from working with children under the regulations made under the Children's Act, including Schedule 1 offences such as sexual and violent offences. If you require a confidential discussion concerning previous offences before apply for a post you can contact the Principal or the HR Manager at the Academy.



3. At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
4. If an offer of employment is made, you will be required to complete a **Disclosure and Barring Service On-line Application**. On this application you will need to declare **ALL CAUTIONS, BIND OVER ORDERS & CONVICTIONS**. This includes offences which are considered spent for other purposes or that you may believe have been removed from your record. You will need to provide original, valid and in date identification documentation, ideally passport, driving licence and one other proof of ID such as your birth certificate. At least one of these documents must show your current home address.

**All information given will be treated as strictly confidential.**

The DBS will search Police Force, Department of Health, and Department for Education & Skills records for relevant information. The DBS will send you the original DBS certificate and inform Haberdashers' Abraham Darby of the result of their search. This information will enable the Principal to make his decision on possible employment. You are required to show us, your employer, the original DBS certificate prior to your employment start date. This information is stored on our Single Central Register (SCR).

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

If you require further information you can contact the DBS direct by email or telephone, or visit their website: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Email: [customerservices@dbs.gov.uk](mailto:customerservices@dbs.gov.uk)

Telephone: DBS Helpline - 03000 200 190

If you do take up employment it is necessary for you to inform the Principal and HR Manager of any cautions, bind overs or convictions you sustain during the subsequent course of your employment. **Failure to do so will lead to dismissal.**

For all employees of Haberdashers' Abraham Darby, DBS checks will be renewed every 5 years and all staff are expected to sign an annual Disqualification Safeguarding Declaration Form.

**IMPORTANT**

**WE WILL REPORT ALL PERSONS TO THE RELEVANT AUTHORITIES WHO ATTEMPT TO OBTAIN EMPLOYMENT WHILST THEY ARE DISQUALIFIED FROM WORKING WITH CHILDREN, YOUNG PEOPLE AND/OR VULNERABLE ADULTS.**

# THE RECRUITMENT PROCESS

## WHAT WILL HAPPEN NEXT?

If you are successfully shortlisted for interview, we will contact you on or just after the closing date with details of the interview process and the date of interview.

If you are not shortlisted for interview, we endeavour to always reply individually to every applicant within 28 days of the closing date regardless of the number of applications received.

As a candidate applying for employment with Haberdashers' West Midlands Academies Trust and Haberdashers' Abraham Darby you can expect to be dealt with courteously, efficiently and fairly. If, at any stage of the recruitment process, you are unhappy with the way you are treated, or if you have any suggestions as to how we can do better, please do not hesitate to contact the HR Manager/PA to the Principal or the Principal direct.

If you require any help or have any questions about the recruitment process or the position you are applying for, please contact either the HR Manager/PA to the Principal, who will be more than happy to assist you.

If you would like to visit the Academy before the closing date or have an informal discussion with the Principal, please arrange this via the HR Manager/PA to the Principal via email ([deborah.tudor@taw.org.uk](mailto:deborah.tudor@taw.org.uk)) or telephone (01952 386002)

**Whatever the outcome of your application, thank you for the interest you have shown in working for Haberdashers' West Midlands Academies Trust and Haberdashers' Abraham Darby.**

**Good luck with your application!**

Confident - Calm - Caring

Haberdashers' Abraham Darby Ironbridge Road Madeley Telford Shropshire TF7 5HX